

THE
GEORGE
WASHINGTON
UNIVERSITY



CODE AND ORDINANCES

GOVERNING THE
ACADEMIC PERSONNEL
OF THE
UNIVERSITY

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1958

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In accordance with the authority under the charter of the University, granted by the United States of America (Enactment of February 9, 1821), and the ordinances of the Board of Trustees adopted thereunder, the following Code governing the academic personnel is established.

I. GRADES OF ACADEMIC SERVICE¹

The grades of academic service now in effect are:

- A. Retired status: professor emeritus, professor emeritus in residence, and retired (in any given rank for age or disability).
- B. Active status:

- 1. *Full-time service*: professor,² associate professor, assistant professor, and instructor.

¹ As used in this Code, the word "staff" includes all members of the staff as designated in B1, B2, B3, B4, and B5 of this Article, and the word "faculty" includes members of the academic personnel who are included in the membership of the University Faculty or of the school and college faculties as defined by the Board of Trustees.

² Except as limited in I, B2.

2. *Limited service*: professor (medical), adjunct professor, clinical professor, professorial lecturer, associate clinical professor, associate professorial lecturer, assistant clinical professor, associate (clinical medical), lecturer, special lecturer, clinical instructor, associate, teaching fellow, fellow, and graduate teaching assistant.
3. *Visiting status*: professor, associate professor, and assistant professor.
4. *Research—academic status*:
 - a) Members of the research staff may, upon the recommendation of the appropriate officers, be accorded academic status, but such status does not provide tenure unless specified.
 - b) Grades of service recognized under 4a are research professor, associate research professor, assistant research professor, and research fellow.

5. *Administrative—academic status*: In the case of the following administrative offices the Board of Trustees has granted faculty status and academic rank for the present incumbents³
 - a) Administrative Secretary
 - b) Treasurer
 - c) Assistant to the President
 - d) Registrar
 - e) Librarian
 - f) Director of Activities for Women
 - g) Administrator of the Hospital

II. ACADEMIC FREEDOM

Members of the staff shall enjoy academic freedom.

A. The University will not place any restraint upon the freedom of investigation of a member of the staff. A member of the faculty on full-time service shall not permit his research to interfere with his teaching duties; he shall

³The present Director of Admissions and the Director of Activities for Men have faculty status by virtue of their academic rank.

take cognizance of University policies in regard to the coordination of research projects, and he shall take part in co-operative research projects undertaken by the University. A member of the faculty on full-time service may apply through the University Committee on Research for modification of his program so as to permit him to undertake an approved research project which could not be undertaken without such cooperation.

B. The University will not impose any limitation upon a staff member's freedom of exposition of his own subject in the classroom. A member of the staff shall adapt his instruction to the needs of his students and shall abstain from discussing in the classroom controversial topics outside his own field.

C. The University will not impose any limitation upon a staff member's freedom of exposition of his own subject in addresses or in publications outside the University.

D. A member of the staff in speaking and writing outside the University upon subjects beyond the scope of his own field of study is entitled to the same

rights and is subject to the same duties as other citizens. The University assumes no responsibility for views expressed by members of the staff on such occasions, and members of the staff shall make it clear that they are expressing only their personal opinions.

III. PROFESSIONAL RESPONSIBILITIES

A member of the staff shall perform well his academic duties; strive for professional development; and apply his talents to the service of his profession, his community, and the country.

1. In his classroom a member of the staff is responsible for the character of the instruction, the maintenance of good order, and the observance of University regulations. He shall make adequate preparation for his classes and conduct them in a dignified and courteous manner.

2. A member of the staff shall perform conscientiously his other academic duties, such as meeting classes on time; holding classes for the full period; grading tests and examinations and reporting the grades promptly; reporting promptly to the dean matters requiring

disciplinary action and matters relating to the physical condition of classrooms and laboratories; attending faculty meetings, convocations, and other academic events; serving on faculty or University committees; assisting in the administrative work of his department or in the general administrative work of the University; and serving as a general or departmental adviser to students.

3. A member of the staff should strive to grow in professional competence by means of sound scholarship, effective teaching, and original contributions. He should be a student of contemporary life so as to be able to interpret his field in the light of related knowledge. He should strive for the advancement of knowledge in his field of learning by individual research and by participation in the activities of professional societies.

4. A member of the faculty on full-time service shall have the primary responsibility of devoting his time, thought, and energy to the service of the University. No such member of the faculty shall accept an outside teaching appointment during the academic

year or engage in any other regular activity of a remunerative nature without the approval of the University. A member of the faculty on full-time service is under obligation not to permit such employment, even when officially approved, to interfere with his responsibility to the University.

IV. APPOINTMENT, REAPPOINTMENT, TENURE, AND PROMOTION

The following principles in regard to appointment, reappointment, tenure, and promotion are in force:

1. All new appointees to the staff, regardless of rank, will serve a probationary period of stated length.

Every new appointment shall be in writing and shall be issued in accordance with the provisions of this Code which shall be made available to the proposed appointee at or before the time of the consummation of the appointment.

2. Adjunct professors, clinical professors, professorial lecturers, associate clinical professors, associate professorial lecturers, assistant clinical professors, associates (clinical medical), lecturers,

clinical instructors, associates, teaching fellows, fellows, and graduate teaching assistants will be appointed annually. Such appointments may be renewed an unlimited number of times.

3. Instructors will be appointed annually. If an instructor is not promoted in rank by the time he has been on the faculty or staff for two years, his appointment will not be renewed except by special action of the Board of Trustees upon the recommendation of the appropriate University officers. In computing this two-year period, time spent on leaves of absence will not be counted.

4. Assistant professors will be appointed for a period of one, two, or three years. If an assistant professor is not promoted in rank by the time he has served as assistant professor for five years, his appointment will not be renewed except by special action of the Board of Trustees upon the recommendation of the appropriate University officers. In computing this maximum probationary period, time spent on leaves of absence will not be counted.

5 a) Professors and associate professors, with the exception of those serving

definitely stated periods, have tenure status.

b) Members of the administrative staff have academic status and tenure status only when authorized by the Board of Trustees of the University. (See Article I, Section B, Paragraph 5.)

6. Members of the faculty or administrative staff who have received appointments of tenure will no longer receive contracts but will be notified in writing of salary allowances.

7. Promotion in rank is dependent upon growth in professional competence. Such growth may be evidenced by increased teaching ability, productive scholarship, participation and leadership in professional societies, public service, service on University committees, or a combination of the above. It is expected that as a general practice a promotion in rank shall be accompanied by an appropriate increase in salary.

V. TERMINATION OF SERVICE

1. All appointments for a definite period of service (one semester—one, two, or three years) expire automatically with the completion of such period of

service.⁴ Members of the faculty or staff on full-time service whose appointments are for periods of two semesters or more shall be notified prior to the beginning of the last University semester of their service if it is the intention of the University not to renew such appointments.

2. In case it is proposed to terminate the services of a member of the faculty having tenure status, a statement of the grounds for such proposed action will be given to him in writing at least one full academic year⁵ before the proposed termination of his services. The member of the faculty then may have, if he so desires, a consideration of his case by an advisory committee appointed by the Academic Council⁶ and by the Personnel Committee of the Board of Trustees.

3. Termination of an appointment of tenure status because of financial exigencies will be considered only as a last resort, after every effort has been made by the University administration to meet the need in other ways as well as to find for the member of the faculty

⁴ See Article IV.

⁵ The Summer Sessions shall not count in the academic year.

⁶ See Article IX, Sections 1, 2, and 3.

other satisfactory employment in the University.

4. A member of the faculty or staff who wishes to terminate his connection with the University shall give notice prior to the beginning of the last semester during which he proposes to serve the University, or within thirty days after the contract for the following year is received.

VI. LEAVE

1. Leave of absence without salary, for study or for any other reason considered valid by the appropriate dean, may be requested by a member of the faculty or staff at any time.

2. When circumstances permit, the Board of Trustees will grant sabbatical leave to a member of the faculty with tenure status who has served six or more continuous years in a college or university on full-time service above the rank of instructor, three years of which must have been served in this University, or who has served six or more years after a preceding grant of sabbatical leave.⁷ Such leave must be recom-

⁷ The request for sabbatical leave should be accompanied by an outline of the education, research, and/or self-development program which the applicant proposes to follow if the leave is granted.

mended by the executive officer acting on behalf of the department, the dean of the college or school, the Dean of Faculties ; approved by the President of the University; and granted by the Board of Trustees of the University.

A member of the faculty by accepting a grant of sabbatical leave obligates himself to continue in the service of the University for at least one year following such leave, unless other arrangements are agreed to by the University.

The University will pay a member of the faculty while on sabbatical leave one-half of his salary for two semesters or all his salary for one semester. The salary is paid as a compensation for the benefits received by the University from the efforts of the faculty member on leave.

3. In the event of a national emergency, members of the faculty on full-time service with tenure status, assistant professors, and instructors will be granted "defense leave" in accordance with the following provisions:

a) Members of the faculty or staff given defense leave for the duration of an emergency will have the privilege of

returning to the service of the University at the beginning of the semester following their release from service.

b) Members of the faculty or staff on defense leave in a civilian status may be requested to return to the University on sixty days' notice.

c) Time spent on defense leave will not be counted in computing the maximum probationary period of an instructor or assistant professor. (See Article IV, Sections 3 and 4.)

d) The return to University service of all members of the faculty from defense leave is conditioned upon the mental, moral, and physical competence of such persons to resume their positions in the University.

VII. RETIREMENT

1. A member of the staff reaching the age of sixty-five during the academic year (September to June inclusive) shall retire at the end of that academic year, or in the case of those holding fiscal year appointments, at the end of August; or if his sixty-fifth birthday falls in July or August, he shall retire at the end of the fall semester following;

unless, with the consent of the staff member and upon the recommendation of the appropriate officers, the Board of Trustees continues him under annual contract.

A member of the faculty on full-time service who is retired may, subject to the need of the University, be invited to continue on limited duty on a basis set by the appropriate officers of the University, and appointed for a period not to exceed one academic year. Such an appointee shall be designated "emeritus (or retired) in residence."

In no case shall a member of the staff be continued in active service beyond the end of the fiscal year in which he reaches the age of seventy.

2. A member of the faculty who has served on full-time basis with the rank of professor or associate professor for fifteen years or more in this or other accredited colleges or universities and who becomes incapacitated and unable to continue his duties is eligible for retirement.

3. A member of the faculty or an officer of administration with long and distinguished service to the University

may, upon retirement, be awarded emeritus status. In the case of a member of the faculty, emeritus status is recommended by the faculty concerned and, with the concurrence of the administration, is awarded by the Board of Trustees. In the case of officers of administration, emeritus status is recommended by the President of the University and awarded by the Board of Trustees. Those eligible for consideration for emeritus status are professors, adjunct professors, clinical professors, associate professors, and administrative officers having faculty status.

A professor emeritus is entitled to use facilities as arranged with the administration of the University and to participate in faculty meetings, but he is without vote. He may serve on committees and may perform such other services as are in keeping with his desires and with the needs of the University.

4. A member of the faculty who is retired upon reaching the retirement age after serving on a full-time basis with the rank of professor or associate professor for fifteen years or more, at least ten of which shall have been at

The George Washington University, or a member of the faculty who is retired upon becoming incapacitated after serving on a full-time basis with the rank of professor or associate professor as specified in Article VII, section 2, may be eligible for retirement allowances as provided by the Board of Trustees. A retired professor or a retired administrative officer with faculty status may use facilities as arranged with the administration of the University and attend faculty meetings without the right of vote.

VIII. RETIREMENT ANNUITY

The University has entered into an agreement with the Teachers Insurance and Annuity Association, which agreement is organized upon a dual participation basis. Members of the staff having tenure status are required to participate. All other full-time members of the staff in the rank of instructor or assistant professor, after two years service at the University, are required to participate.⁸

⁸No present member of the staff in this group shall be required to participate before September 1, 1958.

IX. FACULTY ADVISORY COMMITTEES

1. Any member of the staff who feels that his privileges under this Code are not being respected may have the matter reviewed by a special committee of the Academic Council.

2. Any administrative officer of the University having faculty status is likewise privileged to have a special committee review any case involving the dismissal of a member of the faculty who has tenure status or to consider other personnel problems, such as the incompetence, inefficiency, disloyalty, or unprofessional conduct of a member of the faculty.

3. The member of the faculty or the administrative officer desiring the appointment of such a committee shall make his request in writing to the Academic Council. The Council shall then select a committee of five members. Both the faculty member and the administrative officers concerned in the case shall have an unlimited number of peremptory challenges in the selection of the committee, and the committee finally selected shall have the approval of the parties concerned.

4. A committee so appointed shall serve only for the specific case in question. The parties concerned shall be privileged to be present at all hearings. The opinion of the committee shall be advisory. Written copies of the opinion shall be given to the parties concerned.

X. HEALTH SERVICE

1. The University, recognizing the importance of the health of the teacher to his professional competence, provides an annual physical examination without charge to all members of the staff who care to avail themselves of the privilege.

2. The facilities of the Health Clinic are available to members of the faculty in emergencies resulting from accidents or sudden, serious illness while on campus. Such medical services are limited to necessary "First Aid," after which the faculty member will consult his own physician.

XI. EFFECTIVE DATE

1. This "Code and Ordinances Governing the Academic Personnel of the

University" shall, at the time of its adoption by the Board of Trustees of the University, supersede all former codes and ordinances in effect except that changes in tenure status shall not be retroactive.

2. With the adoption by the Board of Trustees on May ninth, nineteen hundred and fifty-seven, of the Code and Ordinances Governing the Academic Personnel of the University, the second revision became effective. On February twenty-eighth, nineteen hundred and fifty-eight, the Board of Trustees of the University adopted additional changes to the Code and Ordinances and directed that this third revision be published.

COMMITTEE ON THE REVIEW OF THE
CODE GOVERNING ACADEMIC PERSONNEL
APPOINTED BY THE ACADEMIC COUNCIL
OF THE UNIVERSITY

NOVEMBER 9, 1955

Mitchell Dreese, *Chairman*
Carville Dickinson Benson
Charles Watson Bliven

Robert Dale Campbell

John Avis McLaughlin

Carl Hugo Walther

Frank Mark Weida

The Committee reported to the Council on April 30, 1957. The Committee report as amended was referred to the Board of Trustees on May 9, 1957, and March 13, 1958.